

## **JOB DESCRIPTION**

**JOB TITLE:** Licensed Practical Nurse I

**GRADE:** 10

**JOB CODE:** 2141

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under direct supervision, performs work of moderate difficulty in the provision of nursing services delegated by a registered nurse or physician to clients in a variety of community settings, including, but not limited to, clinics, homes and schools. The nurse in this classification would receive job specific training (mentorship) in the requirements and scope of practice of the various assigned health department programs and services. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Direct nursing services would be provided in routine and specialty clinics, according to the scope of practice for a LPN.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Orients to health department programs and services, including the Core Functions and Essential Services. Orients to local policy guidelines and the Internal Control Program. Orients to the reporting procedures for abuse, neglect and exploitation.

Interviews client to address the presenting/initial reason for visiting the health department and subsequent willingness for service(s) offered and indicated. Conducts basic nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains basic specimens, as directed, and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Records results, as reported by laboratory, on client's chart. Describes services that are available (or refers) and eligibility criteria as appropriate.

Participates in the development and implementation of a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

Provides basic nursing care under supervision to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.

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2. Gathers pertinent, relevant and appropriate data about individual and family, past and current physical, mental and developmental status.
3. Under supervision of a registered nurse administers basic screening tests to identify health problems and carries out approved treatment.
4. Refers to the supervising registered nurse, as needed.
5. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
6. Uses the PHPR as a reference guide.
7. Makes proper referrals to supervisor, registered nurse, or physician for situations requiring further intervention.
8. Participates as team member, having basic understanding of the team process.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.

Initiates appropriate teaching and demonstration of care for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.

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2. Participates in training related to job responsibilities and completes required training as soon as feasible.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

#### **SUPERVISION:**

**Supervision Received:** Receives close to moderate supervision by the assigned registered nurse (LHN, PHN, ARNP, Nurse Supervisor, Nurse Administrator or Director of Nurses).

**Supervision Exercised:** May supervise unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

#### **JOB SPECIFICATIONS:**

##### **Knowledge:**

1. Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice.
2. Knowledge of the scope of practice for the Licensed Practical Nurse in Kentucky.
3. Knowledge of the KBN Delegation Advisory Opinion Statement.
4. Knowledge of the preparation of nursing care plans for individuals.
5. Good knowledge of basic nursing techniques and procedures, including administration of medications.

##### **Skills:**

1. Working skill in the application of basic nursing techniques, procedures and instruments according to recognized policies.
2. Working skill in interviewing and counseling clients, including those from a variety of socioeconomic backgrounds.

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3. Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**Abilities:**

1. Working ability to apply knowledge of basic nursing procedures in the provision of health services to clients.
2. Ability to accept direction from a registered nurse or physician.
3. Ability to learn the standard procedures and services of the local health agency.
4. Ability to interview clients and families.
5. Ability to encourage clients to participate in the appropriate and various health programs.
6. Ability to develop cooperative working relationships with other service providers and to function well as a team member.
7. Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

1. Graduation from a school of practical nursing, college or community and/or technical college, which meets the requirements set by Kentucky State Law.
2. Current and active Kentucky Licensed Practical Nurse License; or
3. Must have met all requirements of KRS 314.051, having received a provisional license and approval to practice as an L.P.N.A.
4. No previous nursing practice experience is required.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.